



Talbot County Department of Parks and Recreation  
10028 Ocean Gateway  
Easton, MD 21601  
Phone: 410-770-8050 Fax: 410-822-7107

## **Talbot County Community Center (TCCC) Room Rental Agreement**

Name of Contact Person:\_\_\_\_\_ Organization:\_\_\_\_\_

Address of Contact Person or organization:\_\_\_\_\_

City, State, Zip:\_\_\_\_\_

Phone: (home)\_\_\_\_\_ (work)\_\_\_\_\_ (cell)\_\_\_\_\_

E-Mail address:\_\_\_\_\_

Type of Event:\_\_\_\_\_ # people expected\_\_\_\_\_ Adults\_\_\_\_\_ Children\_\_\_\_\_

Day and Date Requested:\_\_\_\_\_

Set-up start time:\_\_\_\_\_ Take-down end time:\_\_\_\_\_

Hours of Event Only:\_\_\_\_\_

**TOTAL # HOURS**\_\_\_\_**X COST PER HOUR**\_\_\_\_= **TOTAL ROOM FEE**\_\_\_\_\_

**Note:** Total fee includes "set-up" time prior for the event and "take-down" time after the event. All events must end by 11:00 p.m. and premises must be vacated by midnight.

**INITIAL HERE**\_\_\_\_\_

*Should TCCC staff be requested to set up the tables and chairs, a layout should be submitted two weeks in advance of the event; a \$75.00 fee will be charged.*

**INITIAL HERE**\_\_\_\_\_

## TCCC ROOM RENTAL AGREEMENT

### Facilities/Rooms Requested

Tuckahoe Room (capacity 25)  
Skipjack Party Room (capacity 60)  
Chesapeake Room (capacity 150)  
Curling Rink (capacity 350 without ice)  
Chesapeake/Curling Rink Combo  
Wye Oak Room (capacity 150)  
Bay Hundred Room (capacity 15)  
Chesapeake Rm. Curling Rink, & Wye Oak Rm.  
Main Arena **with** Ice (capacity 300)  
Main Arena **without** Ice (capacity 1000)

### Current Rates

rate: \$31.00/hr. \_\_\_\_\_  
rate: \$31.00/hr. \_\_\_\_\_  
rate: \$43.00/hr. \_\_\_\_\_  
rate: \$75.00/hr. \_\_\_\_\_  
rate: \$100.00/hr. \_\_\_\_\_  
rate: \$43.00/hr. \_\_\_\_\_  
rate: \$31.00/hr. \_\_\_\_\_  
rate: \$143.00/hr. \_\_\_\_\_  
rate: \$187.00/hr. \_\_\_\_\_  
rate: \$156.00/hr. \_\_\_\_\_

*The TCCC has a limited number of chairs and tables that are available on a first-come, first-serve basis. You may need to rent additional chairs and/or tables at your own expense. A list of local rental companies is available upon request.*

Tables: Yes \_\_\_\_\_ How many? \_\_\_\_\_ No \_\_\_\_\_  
Chairs: Yes \_\_\_\_\_ How many? \_\_\_\_\_ No \_\_\_\_\_

Have you rented space at the TCCC before?

Yes \_\_\_\_\_ No \_\_\_\_\_ If so, date(s) \_\_\_\_\_

Are you charging admission? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, who benefits from the fee? \_\_\_\_\_

\_\_\_\_\_

Are you using a caterer? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, Name of Vendor \_\_\_\_\_

License No. \_\_\_\_\_

Will you be having a band? Yes \_\_\_\_\_ No \_\_\_\_\_ DJ? Yes \_\_\_\_\_ No \_\_\_\_\_

Name of band or DJ: \_\_\_\_\_

Contact Name and Phone: \_\_\_\_\_

Will there be pre-event advertising? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, where: \_\_\_\_\_

TCCC Marquee: The marquee is **not** for personal use (birthdays, weddings, reunions, etc.) but is allowed for public uses. The cost is \$150.00. If you would like to use the marquee, how would you like it to read? \_\_\_\_\_

\_\_\_\_\_

## TCCC ROOM RENTAL AGREEMENT

**Signage:** Do you wish to place additional signage on the TCCC grounds for your event?  
Yes\_\_\_No\_\_\_(If so, County Codes explained below apply)

**Talbot County Sign Codes:** One (1) 36 square foot sign, or two (2) 32 square foot unattached signs are permitted on Talbot County Community Center property. If space is available, signs may be erected two (2) weeks prior to scheduled event. All signs must be professionally made. It is *illegal* to place a sign of any description in a Talbot County median or right-of-way. Talbot County and the Department of Parks and Recreation reserve the right to remove any illegally placed sign at a cost of \$125.00 per sign. Violation of these regulations may result in exclusion from using the Talbot County Community Center facilities.

## RULES AND REGULATIONS

Alcohol may be served at an event within your room as long as it is not **SOLD**. However, it is **NOT** permitted outside our room, on the outside grounds of the Community Center, or on the grounds of any County park.

**INITIAL HERE:** \_\_\_\_\_

Talbot County, Maryland reserves the right to refuse any rental request. Some events shall require one (1) or more Talbot County Sheriff's Department deputies in attendance at your function. Lessee shall be responsible for the scheduling of, and payment to, said deputies. Some rental requests may need to be presented to the Talbot County Sheriff's Department for advance approval (dances, etc.)

**INITIAL HERE:** \_\_\_\_\_

Parking spaces at the TCCC are well defined. Participants, visitors, spectators and vendors are to park on the south side of the facility; additional parking is available at the north side as well (designated areas only). Parking in the Red Zone of handicapped areas is prohibited and subject to a fine and/or vehicle being towed at owner's expense. Unloading and loading shall be done at the rear of the facility; no loading or unloading shall occur on the grass or at the front entrance of the facility.

**INITIAL HERE:** \_\_\_\_\_

## **TCCC ROOM RENTAL AGREEMENT**

When decorating the TCCC for your event, you are to only use blue painters' tape to adhere decorations to walls. Should you wish to hang decorations from the ceiling, the Community Center has clips available for use. At the conclusion of the event, all decorations must be removed from the building; Trash cans are provided. Failure to do so may result in the loss of your security deposit.

**INITIAL HERE:** \_\_\_\_\_

A **Security Deposit** is due upon submittal of this Room Rental Agreement. Once the Agreement is signed and approved, the security deposit is due. The remaining balance is due three (3) business days prior to the event. Cancellation notices must be received three (3) business days prior to the event in order to receive a full refund. The Security Deposit will be refunded after an inspection of the room by the Facilities Manager and it is determined that the room is in working order.

**INITIAL HERE:** \_\_\_\_\_

Should the Lessee desire to make changes to the Agreement after it has been approved and signed, the Lessee must do so in person and initial any changes. Lessee is the only person authorized to make changes to the Agreement.

**INITIAL HERE:** \_\_\_\_\_

A Parks and Recreation staff member will contact you within seven (7) days to notify you of the approval or disapproval of this request. If approved, the Department of Parks and Recreation will accept the application as the Contract between the individual or organization and the TCCC. A copy of this Contract will be forwarded to you by mail.

**INITIAL HERE:** \_\_\_\_\_

A copy of the Lessee's driver's license must be attached to this application at the time of reservation.

**I HAVE READ AND AGREE TO FOLLOW THE RULES AND REGULATIONS STATED IN THIS AGREEMENT.**

SIGNATURE: \_\_\_\_\_ NAME (PRINTED): \_\_\_\_\_

DATE: \_\_\_\_\_

## TCCC ROOM RENTAL AGREEMENT

### STAFF USE ONLY

Called lessee on:	Called lessee on:
Contract <b>approved</b> :	Contract <b>disapproved</b> :
Facilities Manager signature:	Facilities Manager signature:
Director signature:	Director signature:
Deposit amount:	
Date Paid:	
Balance Due/Date:	
Mailed invoice w/copy of agreement on:	